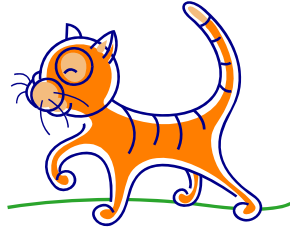# The CATS Meow
June 5, 2006

Greetings
It's all about MORE training.

Background
We know that you would like to train more of your current volunteers to use the CATS database and you'd like to recruit more volunteers to help with this work, too.

To keep the "production" database as accurate as possible <u>and</u> allow people to practice, we've created a Web site that looks and acts just like the CATS Web site. The site is just for training new volunteers, sponsor staff, and community partners who will complete timesheets, CCR forms or Public & Media Activity Reports.

Web Site
NOTE: It's similar to, but not the same as, the CATS database Web site address.

https://fortress.wa.gov/oic/catstraining

Access
NOTE: the SHIBA ID's and passwords that work in the training Web site will <u>not</u> work in the CATS Web site and vice versa.

There are two kinds of accounts, Basic and Advanced, with different levels of security. For a list of the User ID's and passwords, contact Ron House through the HelpDesk.

Getting started
There are a few basic skills you'll want people to master:

- log in
- record a timesheet
- create a CCR form
- search for a record

Remember, the directions for these skills and others are in the user manual – which is available on our Web site. Give us a call or send e-mail when you are ready to get started. We'll be happy to help.

Contact us
eSHIBAHelpDesk@oic.wa.gov

Ron House
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